

General Sample Thank You Letter via Email

The following thank you letter can be sent after any interview. This is a general thank you letter to be sent after an interview. Note that the letter is formatted to be sent via email.

Interviewer Name
Interviewer Title
Company Name
Company Address
City, State, CA

Dear Mr./Ms. Contact,

Thank you for taking the time to discuss the Software Engineer position at XYZ Company, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.
Sincerely,

Your Name
Your Contact Information